

MISCELLANEOUS EVENTS LIST

UPDATED JULY 2006

CM/ECF VERSION 3.0

The chart below lists the docketing events in the Miscellaneous Events category. It provides procedural and e:filing guidance and makes reference to local rules, forms and orders. See also individual docketing instructions posted on the courts website under the link *CM/ECF Event Instructions*.

In June 2006 new and amended **Recommended Forms and Orders** were posted on the court's website. Please review the *Notice to the Bar and Public Re Recommended Forms and Orders (6/9/2006)* AND *Notice to the Bar and Public Regarding Amended Chapter 13 Plan and Motions and New Forms (5/25/2006)*. Additional information can be found by following the links on the court's website, *Forms → Miscellaneous Forms → Guidance Re Recommended Forms and Orders NEW (6/20/2006)*

On October 17, 2005, the *Bankruptcy Abuse Prevention and Consumer Protection Act of 2005* went into effect. Several new CM/ECF events were created to accommodate the new filings and are highlighted below with a **BAPCPA 2005** stamp in the left margin.

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
20 LARGEST UNSECURED CREDITORS	<ul style="list-style-type: none">• <i>20 Largest Unsecured Creditors filed by Test Attorney on behalf of Test Client</i>	<ul style="list-style-type: none">• The court's NEW Order Converting Case to Chapter 11 requires the debtor to file a list of the 20 largest creditors within 15 days of the date of the order.
AMENDED LIST OF CREDITORS (FEE)	<ul style="list-style-type: none">• Creditors can be added in this event using the <i>Add New Creditors</i> link <p>OR</p> <ul style="list-style-type: none">• Use <i>Upload a Creditor Matrix File</i> found under <i>Creditor Maintenance</i>	<ul style="list-style-type: none">• DNJ LBR 1007-2 addresses matrix requirements.• DNJ LBR 1009-1 addresses amendments to lists and schedules and verification by the debtor <p>Continued on next page</p>

EVENT NAME

DOCKET ENTRY
GUIDANCECOURT GUIDANCE,
RULES & FORMS

<p>AMENDED LIST OF CREDITORS (FEE)</p> <p>continued from previous page</p>	<ul style="list-style-type: none"> • A matrix containing <u>only</u> the new creditors should be uploaded as an attachment to the Amendment. • <i>Amendment to List of Creditors Fee Amount \$ 26. Filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Form is available. Follow the links on the court's website, <i>Forms → Miscellaneous Forms → Amendment to Schedule D,E or F or List of Creditors</i>. This form contains signature lines for debtors' verification. • See also Fee Schedule.
<p>AMENDED SCHEDULES</p>	<ul style="list-style-type: none"> • Variable Box states: "Schedule(s) Amended: (Ex: B,C)" • <i>Amended Schedule(s) : [Variable box text] filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Use this event to amend information contained in petitions or schedules. • This event may also be used to amend Schedules D, E, F or the List of Creditors if the amendment is to simply change the address of a listed creditor or to add the name and address of an attorney for a listed creditor. • No fee will be charged for these amendments. • The court will not enter an Order Respecting Amendment. However, the debtor is still required to notify affected parties.
<p>AMENDED SCHEDULES D, E OR F (FEE)</p>	<ul style="list-style-type: none"> • Variable Box states: "Schedule(s) Amended" • Checkbox to <i>Add New Creditor</i> 	<ul style="list-style-type: none"> • Forms are available. Follow the links on the court's website, <i>Forms → Miscellaneous Forms → (1) Amendment to Schedule D, E or F or List of Creditors; (2) Order Respecting Amendment.</i> <p>Continued on next page</p>

EVENT NAME

DOCKET ENTRY
GUIDANCECOURT GUIDANCE,
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AMENDED SCHEDULES D, E OR F (FEE) Continued from previous page	<ul style="list-style-type: none"> • <i>Amended Schedule(s) : [Variable box text]. Fee Amount \$ 26. Filed by Test Attorney on behalf of Test Client. (Test Attorney)</i> 	<ul style="list-style-type: none"> • A Verified Statement of Changes along with the amended list of creditors containing only the additional creditors must be e:filed also.
ANSWER (INVOLUNTARY)	<ul style="list-style-type: none"> • This event contains a Prefix box to further clarify the docket text. • <i>Answer to Involuntary Petition Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Do not use this event to file an answer to a complaint. Use the Answer/Response category under Adversary.
APPRAISAL	<ul style="list-style-type: none"> • Variable Box states: “Description of Property” • <i>Appraisal of [Variable box text] filed by Test Attorney on behalf of Test Client.</i> 	
BALANCE SHEET	<ul style="list-style-type: none"> • <i>Balance Sheet Filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • This document is required at Ch. 11 Small Business case opening and must be docketed separate from the petition. Failure to include this will result in a Deficiency Notice. If this document is being filed in response to a Deficiency Notice, e:filers must use this event and NOT the <i>Missing Documents Filed</i> event. • If applicable, e:filers may file a Statement that documents required by U.S.C. 1116(1)(B) have not been filed or prepared using the Misc. Event <i>Chapter 11 Small Business Statement of No Documents</i>.

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
CASH FLOW STATEMENT	<ul style="list-style-type: none"> • <i>Cash Flow Statement For Small Business Filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • This document is required at Ch. 11 Small Business case opening and must be docketed separate from the petition. Failure to include this will result in a Deficiency Notice. If this document is being filed in response to a Deficiency Notice, e:filers must use this event and NOT the <i>Missing Documents Filed</i> event. • If applicable, e:filers may file a Statement that documents required by U.S.C. 1116(1)(B) have not been filed or prepared using the Misc. Event <i>Chapter 11 Small Business Statement of No Documents</i>.
CERTIFICATE OF CONSENT (Also found in Adversary)	<ul style="list-style-type: none"> • Variable Box states: “Hearing Date if Applicable” • This event provides opportunity to link to related matter. • <i>Certificate of Consent. Hearing set for [Variable box text]. Filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Form is available. Follow the links on the court’s website, <i>Forms → Miscellaneous Forms → Certification of Consent.</i> • Pursuant to the Administrative Procedures at page 5 and the Commentary Supplementing Administrative Procedures at page 11, this Certificate must be e:filed and the related Consent Order, signed by all parties, must be e:mailed to the appropriate judge.

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EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
CERTIFICATE OF CREDIT COUNSELING	<ul style="list-style-type: none">• <i>Certificate of Credit Counseling filed by Test Attorney on behalf of Test Client .</i>• <u>This is not to be confused with the Financial Management Course Certificate (Form B23).</u>	<ul style="list-style-type: none">• <u>There is no official court form for this</u>, but see page 2 of the Voluntary Petition in the section titled <i>Certification Concerning Debt Counseling by Individual / Joint Debtor(s)</i>. UST approved Credit Counselors are posted on the court's website under the BAPCPA link.• This document is required at case opening, but is docketed separate from the petition using this event.• This event was modified in March 2006 to include a Joint Debtor screen. E:Filers may use this event to satisfy the requirement for both debtors. If joint debtors are given separate certificates, both certificates may be uploaded in this one event.• Failure to include credit counseling information at case opening will result in a deficiency notice.• If this document is being filed in response to a deficiency notice, e:filers must use this event and NOT the <i>Missing Documents Filed</i> event

EVENT NAME

DOCKET ENTRY GUIDANCE

COURT GUIDANCE, RULES & FORMS

CERTIFICATE OF SERVICE <i>(Also found in Adversary)</i>	<ul style="list-style-type: none"> • This event contains a Prefix box to further clarify the docket text. • This event provides opportunity to link to related matter. • <i>Certificate of Service (related document #). Filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Certificates of Service should be e:filed as attachments to the main pleading. Use this event if the Certificate of Service is filed separate from the main pleading.
CERTIFICATE OF SERVICE OF TAX INFORMATION TO REQUESTOR	<ul style="list-style-type: none"> • <i>Certificate of Service of Tax Information to Requestor Test Attorney on behalf of Test Client.</i> 	
CERTIFICATION AND AGREEMENT TO PAY FILING FEE <i>(Also found in Adversary)</i>	<ul style="list-style-type: none"> • This event provides opportunity to link to related matter. • <i>Certification and Agreement to Pay Filing Fee filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • This event is used by Trustees, DIPs and other court approved parties to defer payment of certain filing fees. • Form is available. Follow the links on the court's website, <i>Forms → Miscellaneous Forms → Certification and Agreement to Pay Filing Fee</i>
CERTIFICATION IN SUPPORT OF DISCHARGE	<ul style="list-style-type: none"> • <i>Certification in Support of Discharge filed by Test Attorney on behalf of Test Client</i> 	<ul style="list-style-type: none"> • See the <i>Notice to the Bar and Public Regarding Amended Chapter 13 Plan and Motions, And New Forms (5/25/2006)</i> on our homepage. • Form is available. Follow the links on the court's website, <i>Forms → Miscellaneous Forms → Certification in Support of Discharge.</i>

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EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
CERTIFICATION OF BALLOT	<ul style="list-style-type: none"> • <i>Certification of Ballot filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • See also DNJ LBR 3018-2 Ballots are to be filed with the plan proponent who shall file this Certification at or before the confirmation hearing. • Form B14, <i>Ballot for Accepting or Rejecting Plan of Reorganization</i> is located on our website under <i>Forms → AO Procedural Forms → Part I Official Bankruptcy Forms → B14</i>
CERTIFICATION OF DEBTOR IN POSSESSION	<ul style="list-style-type: none"> • <i>Certification of Debtor in Possession filed by Test Attorney on behalf of Test Client.</i> 	
CERTIFICATION OF EXIGENT CIRCUMSTANCES fka Exigent Circumstances re: Credit Counseling	<ul style="list-style-type: none"> • <i>Certification of Exigent Circumstances and Request for Extension of Time to Obtain Credit Counseling filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Form is available. Follow the links on the court's website, <i>Forms → Miscellaneous Forms → Certification of Exigent Circumstances and Request for Extension of Time to Obtain Credit Counseling NEW (6/6/2006)</i> • These certifications are forwarded to the appropriate judge for approval.

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
CERTIFICATION OF NO OBJECTION	<ul style="list-style-type: none"> • This event provides opportunity to link to related matter. • <i>Certification of No Objection (related document #) filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Please see the General Order Governing Procedures for Complex Chapter 11 Cases - Exhibit F - Sections E & F regarding negative noticing and certifications of no objection. • Form is available. Follow the links on the court’s website, <i>Forms → Miscellaneous Forms → Certification of No Objection (Chapter 11)</i>
CH. 11 SMALL BUSINESS STATEMENT OF NO DOCUMENTS	<ul style="list-style-type: none"> • <i>Statement that No Documents Required by USC 1116 Have Been Filed or Prepared. Filed by Test Attorney on behalf of Test Client..</i> 	<ul style="list-style-type: none"> • This Statement may be filed in lieu of the following Chapter 11 Small Business documents: <i>Balance Sheet, Cash Flow Statement, Statement of Operations and Tax Returns</i>
CHANGE OF ADDRESS	<ul style="list-style-type: none"> • Variable Boxes state: <ol style="list-style-type: none"> 1. “Name of Party whose address is changing” 2. “Former Address” 3. “Current Address” • <i>Change of Address for [variable box 1] From: [variable box 2] To: [variable box 3]. Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • THIS EVENT IS TO CHANGE THE DEBTOR’S ADDRESS ONLY. • Form is available. Follow the links on the court’s website, <i>Forms → Miscellaneous Forms → Change of Address.</i> • Attorneys go to CM/ECF option <i>Utilities → Maintain User Account.</i> See also <i>Forms → Miscellaneous Forms → Change of Law Firm.</i>

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EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
CHAPTER 15 SERVICE LIST	<ul style="list-style-type: none"> • <i>Chapter 15 Service List filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • This document is required at case opening for Chapter 15 and must be filed separate from the petition using this event. Failure to include this will result in a deficiency notice. If this document is being filed in response to the deficiency notice, e:filers must use this event and NOT the <i>Missing Documents Filed</i> event
CORE SERVICE LIST	<ul style="list-style-type: none"> • <i>Core Service List filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • See also <i>General Info → Chapter 11 Initiative → Exhibit F Section D Noticing Procedures</i>
CREDITOR'S CERTIFICATION OF DEFAULT	<ul style="list-style-type: none"> • This event provides opportunity to link to related matter. • <i>Creditor's Certification of Default (related document #) filed by Test Attorney on behalf of Test Client. Objection deadline is 12/15/2005. (Test Attorney)</i> 	<ul style="list-style-type: none"> • Forms are available. Follow the links on the court's website, <i>Forms → Recommended Forms and Orders → Creditors Certification of Default.</i> • See also <i>Forms → Miscellaneous Forms → (1) Local Form 16 Post Petition Payment History (Note and Mortgage); (2) Form 16A Post Petition Payment History (Vehicle Loan /Lease)</i> which are mandatory as of January 17, 2005.
CURE OF RESIDENTIAL JUDGMENT	<ul style="list-style-type: none"> • <i>Certification of Cure of Entire Residential Judgment filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • See check boxes on page 2 of the Voluntary Petition in the section titled <i>Statement by a Debtor Who Resides as a Tenant of Residential Property.</i>
DEBTOR REPAYMENT PLAN	<ul style="list-style-type: none"> • <i>Debtor Repayment Plan filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • This is NOT a Chapter 13 plan event. This document may be provided to debtors after completion of credit counseling.

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EVENT NAME

**DOCKET ENTRY
GUIDANCE**

**COURT GUIDANCE,
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**DEBTOR'S ELECTION
OF SMALL BUSINESS
DESIGNATION (For
Involuntary Cases only)**

- *Debtor's Election of Small Business Designation by Test Attorney on behalf of Test Client. Ch. 11 Statement of Operations due; Ch. 11 Small Business Balance Sheet due; Ch. 11 Small Business Tax Return due; Ch. 11 Cash Flow Statement due [All due dates calculate 15 days]*

- This event is only used by Debtors to designate an Involuntary Chapter 11 as a Small Business.
- Debtors filing a Small Business Chapter 11 will make the Small Business designation on page 1 of the petition and select the Small Business designation during BK Case Opening.

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**DEBTOR'S REBUTTAL
OF PRESUMPTION OF
ABUSE**

- *Debtor's Rebuttal of Presumption of Abuse filed by Test Attorney on behalf of Test Client.*

- Chapter 7 case opening provides the first opportunity to state whether a Presumption of Abuse arises. The trustee will then file additional information regarding Abuse after the 341 meeting. This event is used to respond to the trustee's information.

DOCUMENT
(Also found in Adversary)

- Variable Box states: "Enter Nature of Document"
- This event contains a Prefix box to further clarify the docket text.
- This event provides opportunity to link to related matter.
- *Document re: [variable box text] [related document #] filed by Test Attorney on behalf of Test Client .*

- Please be sure there is no other event that appropriately describes your document.

EVENT NAME**DOCKET ENTRY
GUIDANCE****COURT GUIDANCE,
RULES & FORMS**

ELECTRONIC FEE PAYMENT	<ul style="list-style-type: none">• Radio Button states: Select Which Applies: 1. Conversion to Ch 11 from Ch 7 2. Conversion to Ch 11 from 13 3. Entire Chapter 11 Fee (due upon conversion from Chapter 7 where the Chapter 7 filing fee has been waived) 4. Entire Chapter 13 Fee (due upon conversion from Chapter 7 where the Chapter 7 filing fee has been waived) 5. Sever Case• <i>Fee Paid in the amount of \$ [Radio Button choice] filed by Test Attorney on behalf of Test Client.</i>• Credit card screen will display after final submit button.	<ul style="list-style-type: none">• This event is used to make a credit card payment on an outstanding fee.
EXHIBIT (Also found in Adversary)	<ul style="list-style-type: none">• This event provides opportunity to link to related matter.• <i>Exhibit (related document #) filed by Test Attorney on behalf of Test Client.</i>	<ul style="list-style-type: none">• For information on excerpting and length of document, follow the links on the court's website: <i>CM/ECF → CM/ECF General → Electronic Case Filing (information) → Order Establishing Procedure for Submission of Documents Containing Exhibits.</i>
EXPENSES RE: FVPS	<ul style="list-style-type: none">• <i>Expenses RE: Family Violence Protection Services John Esquire on behalf of Mary Client.</i>	

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
FINAL INSTALLMENT PAYMENT - CHAPTER 13	<ul style="list-style-type: none"> • Variable Box states: “Enter Fee Amount” <p><i>Final Installment Payment in the amount of \$ [Variable box text] filed by Test Attorney on behalf of Test Client.</i></p>	
FINAL INSTALLMENT PAYMENT - CHAPTER 7	<ul style="list-style-type: none"> • Variable Box states: “Enter Fee Amount” • <i>Final Installment Payment in the amount of \$ [Variable box text] filed by Test Attorney on behalf of Test Client.</i> 	
FINANCIAL MANAGEMENT COURSE	<ul style="list-style-type: none"> • <i>Financial Management Course Certificate Filed by Test Attorney on behalf of Test Client.</i> • <u>This is not to be confused with the Credit Counseling Certificate.</u> 	<ul style="list-style-type: none"> • Form is available. Follow the links on the court’s website, <i>Forms → Miscellaneous Forms → Debtor’s Certification of Completion of Instructional Course Concerning Personal Financial Management (Official Form B23)</i> This Certificate is filed during the pendency of the case and is a requirement for discharge. UST approved Financial Management Courses are posted on the court’s website. • This event was modified in March 2006 to include a Joint Debtor screen. E:Filers may use this event to satisfy the requirement for both debtors.

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
INTENT TO CURE DEFAULT	<i>Certification of Intent to Cure Entire Monetary Default for Residential Property filed by Test Attorney on behalf of Test Client. Petition Rent deadline is [date calculates] Cure Property Default due [date calculates].</i>	<ul style="list-style-type: none"> • See check boxes on page 2 of the Voluntary Petition in the section titled <i>Statement by a Debtor Who Resides as a Tenant of Residential Property</i>.
MASTER SERVICE LIST	<ul style="list-style-type: none"> • <i>Master Service List filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Follow the links on the court's website: <i>General Info → Chapter 11 Initiative → Exhibit F</i> of the General Order Governing Procedures for Complex Chapter 11 cases.
MEDIATOR'S CERTIFICATION OF COMPLETION (Also found in Adversary)	<ul style="list-style-type: none"> • This event provides opportunity to link to related matter. • <i>Mediator's Certificate of Completion (related document #) filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • See also DNJ LBR 9019-2 • Forms are available. Follow the links on the court's website: <i>Forms → Miscellaneous Forms → Mediator's Certificate of Completion of Mediation Conference.</i> • Other Related <i>Miscellaneous Forms: (1) Acceptance by Mediator, (2) Consent Order for Mediation, (3) Joint Application Requesting Referral of Matter to Mediation, (4) Mediation Program Conference Attendance Form, (5) Mediation Survey</i>

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
MISSING DOCUMENT(S) FILED	<ul style="list-style-type: none"> • Contains check boxes to select which documents are being filed. • Contains Yes/No Radio Buttons to answer the question: <i>Is this a Chapter 7 Means Test?</i> If yes, next screen contains Yes/No/Unkn Radio Buttons to answer the question: <i>Does abuse exist?</i> • <i>Missing Document(s): [checkbox selections] filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Use this event to file the balance of an incomplete petition. • The following documents cannot be filed using this event: <i>Certificate of Credit Counseling, Chapter 13 Plan, Balance Sheet, Cash Flow Statement, Statement of Operations, Small Business Tax Return.</i> Please use the events of the same name also located in the Miscellaneous Events category.
MONTHLY FEE STATEMENT	<ul style="list-style-type: none"> • Variable boxes states “Enter Obj. Date” and “Enter the Month and Year for Fee Statement” • <i>Monthly Fee Statement. For the Month of [Variable box text]. Objection Date is [Variable box text]. Filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Follow the links on the court’s website: <i>General Info → Chapter 11 Initiative → General Order Adopting Guidelines Governing Procedures for Payment of Interim Compensation etc - Exhibit A.</i>

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
NOTICE DEPOSITING UNCLAIMED FUNDS	<ul style="list-style-type: none"> • Variable Box states: “Enter name of the Creditor” and “Enter payment amount” • <i>Notice Depositing Unclaimed Funds for [Variable box text] in the Amount \$[Variable box text] Filed by Test Attorney on behalf of Test Client</i> 	<ul style="list-style-type: none"> • See DNJ LBR 3011-1 and 7067-1 • Form is available. Follow the links on the court’s website, <i>Forms → Miscellaneous Forms → Notice Depositing Unclaimed Funds Pursuant to DNJ LBR 7067-1.</i> • This event is used by Chapter 7 and 13 trustees only. All other parties depositing money into the court registry must use <i>Motion Depositing Funds</i> found in the Motion/Application category. • This event is also found in the Batch Filings category.
NOTICE OF AGENDA	<ul style="list-style-type: none"> • <i>Notice of Agenda filed by Test Attorney on behalf of Test Client</i> 	<ul style="list-style-type: none"> • Form is available. Follow the links on the court’s website, <i>Forms → Miscellaneous Forms → Notice of Agenda.</i> • Follow the links on the court’s website: <i>General Info → Chapter 11 Initiative → Exhibit F, Section G of the General Order Governing Procedures for Complex Chapter 11 cases.</i>
NOTICE OF APPEARANCE AND REQUEST for Service (Also found in Adversary)	<ul style="list-style-type: none"> • <i>Notice of Appearance and Request for Service of Notice filed by Test Attorney on behalf of Test Client.</i> 	

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
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**NOTICE OF
COMMENCEMENT OF
CHAPTER 15 CASE**

• *Notice of Commencement of Chapter 15 case (for recognition of a foreign proceeding) filed by Test Attorney on behalf of Test Client.*

• To File a Chapter 15 petition, use BK Case Opening and select Chapter 15.

• **DO NOT USE THIS EVENT TO OPEN A CHAPTER 15**

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**NOTICE OF FOREIGN
REP. INTENT TO
COMMENCE CASE**

• *Notice of Foreign Representative's Intent to Commence Case filed by Test Attorney on behalf of Test Client.*

• This notice is filed in the Chapter 15 case when a recognized foreign representative wishes to commence a case under a different chapter. (This occurs after the Chapter 15 petition is filed using BK Case Open and the court recognizes the foreign proceeding).

**NOTICE OF
INFORMATION**

• Contains Radio Buttons to select type of Notice: Abandonment, Private Sale, Public Sale, Public Auction, Settlement of Controversy, Sale and/or Abandonment, Other

• **Forms are available.** Follow the links on the court's website, *Forms → Miscellaneous Forms → Local Forms 5 and 6 (Ch 7 & 11 Info Notice of Abandonment) Local Form 11 (Info Notice of Public Sale) and Local Form 12 (Info Notice of Private Sale)*

**NOTICE OF
INFORMATION - LARGE
CASE**

**BAPCPA
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**NOTICE OF OVERRIDE
OF PREFERRED
ADDRESS 342(e) FOR
CREDITOR**

• *Notice of Override of Preferred Address 342(e). Exception creditor address submitted for this case only to override preferred noticing address filed by Test Attorney on behalf of Test Client. Preferred Creditor Address Request due by [date calculates]*

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EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
NOTICE OF PETITION FOR RECOGNITION OF FOREIGN PROCEEDING	<ul style="list-style-type: none"> • <i>Notice of Petition for Recognition of Foreign Proceeding Test Attorney on behalf of Test Client.</i> 	
NOTICE OF PRO BONO SERVICES (Also found in Adversary)	<ul style="list-style-type: none"> • <i>Notice of Pro Bono Services filed by Test Attorney on behalf of Test Client.</i> 	
NOTICE OF SETTLEMENT OF CONTROVERSY (Also found in Adversary)		<ul style="list-style-type: none"> • Forms are available. Follow the links on the court's website, <i>Forms → Miscellaneous Forms → (1) Local Form 9 for Chapter 7; (2) Local Form 10 for Chapter 11.</i> • If this is being filed in the adversary, it must also be filed in the main bankruptcy case.
NOTICE OF VOLUNTARY CONVERSION TO CHAPTER 7 (FEE)	<ul style="list-style-type: none"> • Drop down menu provides choices for Chapter/Asset(s). • Variable Box states: "Date Convert" • <i>Notice of Voluntary Conversion to Chapter 7. Fee Amount \$15. Filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • See also Fee Schedule

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
NOTICE OF VOLUNTARY DISMISSAL (Adversary only)	<ul style="list-style-type: none"> • Variable Box states: “Enter Defendants Name” • This event provides opportunity to link to related matter. • <i>Notice of Voluntary Dismissal re: [Defendant’s Name] filed by Test Attorney on behalf of Test Client.</i> 	
OBJECTION TO HOMESTEAD EXEMPTION	<ul style="list-style-type: none"> • <i>Objection to Homestead Exemption filed by Test Attorney on behalf of Test Client</i> 	
OMBUDSMAN REPORT	<ul style="list-style-type: none"> • Contains Variable boxes to enter reporting period. • <i>Ombudsman Report for the period of 4/13/05 through 4/13/06 filed by Test Attorney on behalf of Test Client.</i> 	
OPERATING REPORT	<ul style="list-style-type: none"> • Variable Box states: “Enter filing period month and year (ex. April, 2004)” • <i>Monthly Operating Report for Filing Period [Variable box text] filed by Test Attorney on behalf of Test Client.</i> 	

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PRE-CONFIRMATION CERTIFICATION OF COMPLIANCE	<ul style="list-style-type: none"> • Contains screens to link to related documents. • <i>Pre-Confirmation Certification of Compliance with Post Petition Obligations (related document #) filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Form is available. Follow the links on the court's website, <i>Forms → Miscellaneous Forms → Pre-Confirmation Certification of Compliance with Post-Petition Obligations NEW (5/23/2006).</i> • See also, <i>Notice to the Bar and Public Regarding Amended Chapter 13 Plan and Motions, and New Forms. (5/25/2006)</i>
PRESUMPTION OF UNDUE HARDSHIP	<ul style="list-style-type: none"> • Contains screens to link to related documents. • Contains Hearing Information screen. • Contains Variable Box to enter the name of the Creditor in this Reaffirmation Agreement. • <i>Presumption of Undue Hardship re: Reaffirmation Agreement with [related document #] Filed by Test Attorney on behalf of Mary Client</i> 	
PROTECTION OF PROPERTY FROM DAMAGE	<ul style="list-style-type: none"> • <i>Certification of Protection of Property from Damage Test Attorney on behalf of Test Client.</i> 	
PRE-TRIAL MEMORANDUM (Adversary only)	<ul style="list-style-type: none"> • <i>Pre-Trial Memorandum filed by Test Attorney on behalf of Test Client.</i> 	

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EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
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	REAFFIRMATION AGREEMENT	<ul style="list-style-type: none"> Variable Box states: “Reaffirmation with” <i>Reaffirmation Agreement between Debtor and [Variable box text] filed by Test Attorney on behalf of Test Client</i> 	<ul style="list-style-type: none"> Form is available. Follow the links on the court’s website, <i>Forms → Miscellaneous Forms Local Form 21 Reaffirmation Agreement.</i>
BAPCPA 2005	REAFFIRMATION DISCLOSURE STATEMENT	<ul style="list-style-type: none"> Contains Variable Box to enter the Name of the Creditor for this Reaffirmation Agreement. Contains screens to link to related document(s) <i>Reaffirmation Disclosure Statement re: Reaffirmation Agreement with [Variable box text] (related document #) filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> This event will link to the Reaffirmation Agreement. Please be sure to make the appropriate selections.
BAPCPA 2005	REBUTTAL OF PRESUMPTION OF UNDUE HARDSHIP	<ul style="list-style-type: none"> This event provides screens to link to related documents Contains Variable box. <i>Rebuttal of Presumption of Undue Hardship [Variable box text] filed by Test Attorney on behalf of Test Client</i> 	

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DOCKET ENTRY
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2005**RECISION OF
REAFFIRMATION
AGREEMENT**

- This event provides screens to link to related documents.
- *Recision of Reaffirmation Agreement (related document #) filed by Test Attorney on behalf of Test Client.*

**REPORT OF INITIAL
DISTRIBUTION**

- *Report of Initial Distribution filed by Test Attorney on behalf of Test Client.*

- **Form is available.** Follow the links on the court's website, *Forms → Miscellaneous Forms → Local Form 7 Report of Initial Distribution.*

- See also **DNJ LBR 3021-1**

BAPCPA
2005**REQUEST FOR TAX
INFORMATION**

- *Request for access to tax information for 2004 filed by Test Attorney*

**REQUEST FOR ALIAS
SUMMONS**
(Adversary only)

- This event provides opportunity to link to related matter(s).
- *Request for Alias Summons (related document) Filed by Test Attorney on behalf of Test Client.*

- **Form is available.** Follow the links on the court's website, *Forms → Miscellaneous Forms → Alias Summons.*

**REQUEST TO ENTER
DEFAULT**
(Adversary only)

- Variable box states, "Default Against"
- *Request to Enter Default Against [variable box text] Filed by Test Attorney on behalf of Test Client.*

- See **DNJ LBR 7055-1**

- **Form is available.** Follow the links on the court's website, *Forms → Recommended Forms and Orders → Entry of Default.*

EVENT NAME

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REQUEST FOR DEFAULT JUDGMENT <i>(Adversary only)</i>	<ul style="list-style-type: none"> • Variable box states, “Default Judgment Against” • <i>Request to Enter Default Judgment Against [variable box text] Filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • See DNJ LBR 7055-1 • Form is available. Follow the links on the court’s website, <i>Forms → Recommended Forms and Orders → Default Judgment.</i>
SECOND INSTALLMENT PAYMENT - CHAPTER 13	<ul style="list-style-type: none"> • Variable Box states: “Enter Fee Amount” • <i>Second Installment Payment in the amount of \$[Variable box text] filed by Test Attorney on behalf of Test Client.</i> 	
SECOND INSTALLMENT PAYMENT - CHAPTER 7	<ul style="list-style-type: none"> • Variable Box states: “Enter Fee Amount” • <i>Second Installment Payment in the amount of \$[Variable box text] filed by Test Attorney on behalf of Test Client.</i> 	
STATEMENT IN SUPPORT OF REAFFIRMATION AGREEMENT	<ul style="list-style-type: none"> • This event provides screens to link to related documents. • Contains Variable Box to enter the name of the creditor. • <i>Debtor’s Statement in Support of Reaffirmation Agreement with [Variable box text] filed by Test Attorney on behalf of Test Client.</i> 	

EVENT NAME

DOCKET ENTRY
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2005**STATEMENT OF GOOD FAITH**

- *Statement of Good Faith Filing filed by Test Attorney on behalf of Test Client.*

STATEMENT OF INTENTION

- *Statement of Intention filed by Test Attorney on behalf of Test Client.*

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2005**STATEMENT OF OPERATIONS**

- *Statement of Operations for Small Business filed by Test Attorney on behalf of Test Client.*

- This document is required at case opening and must be filed separate from the petition. Failure to include this will result in a deficiency notice. If this document is being filed in response to the deficiency notice, e:filers must use this event and NOT the *Missing Documents Filed* event.

- If applicable, e:filers may file a Statement that documents required by U.S.C. 1116(1)(B) have not been filed or prepared using the Misc. Event *Chapter 11 Small Business Statement of No Documents*.

STIPULATION
(Also found in Adversary)

- Variable Boxes state:
“Stipulation with Whom?”
“Stipulation Regarding?”
“Is this an extension to object to Discharge?”

- This event provides opportunity to link to related matter.

- *Stipulation Between [variable box entries] filed by Test Attorney on behalf of Test Client.*

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
STIPULATION DISMISSAL IN AN ADVERSARY PROCEEDING (Adversary only)	<ul style="list-style-type: none"> • Radio button options “Is Dismissal for All Defendants?” Yes or No • <i>Stipulated Dismissal in an Adversary Proceeding filed by Test Attorney on behalf of Test Client.</i> 	
SUBPOENA (Also found in Adversary)	<ul style="list-style-type: none"> • <i>Subpoena filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Form is available. Follow the links on the court’s website, <i>Forms → Miscellaneous Forms → Subpoena 2004 Exam.</i> • See also DNJ LBR 2004-1
SUBSTITUTION OF ATTORNEY (Also found in Adversary)	<ul style="list-style-type: none"> • Variable Box states: “Select Attorney(s) no longer associated with the case” • <i>Substitution of Attorney, terminating [selected attorney] and adding [attorney name]. Filed by Test Attorney on behalf of Test Client.</i> 	
in SUPPORT of (Also found in Adversary)	<ul style="list-style-type: none"> • This event provides opportunity to link to related matter. • Variable box states, “Support Document Type” • <i>[Variable box text] in support of (related document) filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • Support documents should be uploaded as attachments to motions/applications. Use this event to file support documents that are subsequent to the initial filing.

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EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
TAX INFORMATION	<ul style="list-style-type: none">• <i>Tax Information for the Year 2003 filed by Test Attorney on behalf of Test Client.</i>	<ul style="list-style-type: none">• Once this event is completed, only court users will be able to view the .pdf. Attorneys seeking access to tax information must use the Motion to Access Tax Information event in the Motions/Applications category.
THIRD INSTALLMENT PAYMENT - CHAPTER 13	<ul style="list-style-type: none">• Variable Box states: “Enter Fee Amount”• <i>Third Installment Payment in the amount of \$[Variable box text] filed by Test Attorney on behalf of Test Client.</i>	
THIRD INSTALLMENT PAYMENT - CHAPTER 7	<ul style="list-style-type: none">• Variable Box states: “Enter Fee Amount”• <i>Third Installment Payment in the amount of \$[Variable box text] filed by Test Attorney on behalf of Test Client.</i>	
TRIAL BRIEF (Also found in Adversary)	<ul style="list-style-type: none">• <i>Trial Brief filed by Test Attorney on behalf of Test Client.</i>	

EVENT NAME	DOCKET ENTRY GUIDANCE	COURT GUIDANCE, RULES & FORMS
UST CERTIFICATION OF DEFAULT	<ul style="list-style-type: none"> • This event provides opportunity to link to related matter. • 5 day objection deadline calculates • <i>UST Certification of Default (related document #) filed by Test Attorney on behalf of Test Client. Objection deadline is 12/13/2005.</i> 	
WITHDRAWAL OF DOCUMENT (Also found in Adversary)	<ul style="list-style-type: none"> • This event provides opportunity to link to related matter. • <i>Withdrawal of Document (related document #) filed by Test Attorney on behalf of Test Client.</i> 	<ul style="list-style-type: none"> • This event may be used by Trustees to withdraw a Final Report or by a movant to withdraw a matter scheduled for hearing. (See D.N.J. LBR 9013-1(I))